

## **Glossary of Terms in Subsidized Housing**

**ABSORPTION.** In portability (under subpart H of this part 982), the point at which a receiving PHA stops billing the initial PHA for assistance on behalf of a portability family. The receiving PHA uses funds available under the receiving PHA consolidated ACC.

**ACCESSIBLE.** The facility or portion of the facility can be approached, entered, and used by individuals with physical handicaps.

**ADJUSTED INCOME.** Annual income, less allowable HUD deductions.

**ADMINISTRATIVE FEE.** Fee paid by HUD to the PHA for administration of the program. See §982.152.

**ADMINISTRATIVE FEE RESERVE (FORMERLY “OPERATING RESERVE”).** Account established by PHA from excess administrative fee income. The administrative fee reserve must be used for housing purposes. See §982.155.

**ADMINISTRATIVE PLAN.** The plan that describes PHA policies for administration of the tenant-based programs. The Administrative Plan and any revisions must be approved by the PHA’s board and a copy submitted to HUD as a supporting document to the PHA Plan. See §982.54.

**ADMINISTRATIVE FEE RESERVE.** Also referred to as "Operating Reserve"

**ADMISSION.** The point when the family becomes a participant in the program. The date used for this purpose is the effective date of the first HAP contract for a family (first day of initial lease term) in a tenant-based program.

**ANNUAL ADJUSTMENT FACTOR (AAF).** A factor published by HUD in the Federal Register which is used to compute annual rent adjustment.

**ANNUAL CONTRIBUTIONS CONTRACT (ACC).** A written agreement between HUD and the OCHA to provide annual contributions to cover Housing Assistance Payments and other expenses pursuant to the Act.

**ANNUAL INCOME.** The anticipated total annual income of an eligible family from all sources for the 12-month period following the date of determination of income, computed in accordance with the regulations.

**APPLICANT (APPLICANT FAMILY).** A family that has applied for admission to a program but is not yet a participant in the program.

**AREA EXCEPTION RENT.** An amount that exceeds the published FMR. See §982.504(b).

**“AS-PAID” STATES.** States where the welfare agency adjusts the shelter and utility component of the welfare grant in accordance with actual housing costs.

**ASSETS.** (See Net Family Assets.)

**ASSISTED TENANT.** A tenant who pays less than the market rent as defined in the regulations for subsidized projects.

**AUXILIARY AIDS.** Services or devices that enable persons with impaired sensory, manual, or speaking skills to have an equal opportunity to participate in, and enjoy the benefits of, programs or activities receiving federal financial assistance.

**BUDGET AUTHORITY.** An amount authorized and appropriated by the Congress for payment to PHAs under the program. For each funding increment in a PHA program, budget authority is the maximum amount that may be paid by HUD to the PHA over the ACC term of the funding increment.

**CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CALWORKS).** California's Temporary Assistance for Needy Families (TANF) Program, replacing the AFDC Program in 1996.

**CHILD.** A member of the family other than the family head or spouse who is under 18 years of age.

**CHILD CARE EXPENSES.** Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which annual income is computed, but only where such care is necessary to enable a family member to actively seek employment, be gainfully employed, or to further their education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child care. In the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in annual income.

**CITIZEN.** A citizen or national of the United States.

**CODE OF FEDERAL REGULATIONS (CFR).** Commonly referred to as "the regulations". The CFR is the compilation of federal rules which are first published in the Federal Register and define and implement a statute.

**CO-HEAD.** An individual in the household who is equally responsible for the lease with the head of household. A family may have a co-head or spouse but not both. A co-head never qualifies as a dependent.

**COMMON SPACE.** In shared housing, space available for use by the assisted family and other occupants of the unit.

**COMPUTER MATCH.** The automated comparison of data bases containing records about individuals.

**CONFIRMATORY REVIEW.** An on-site review performed by HUD to verify the management performance of a PHA.

**CONSENT FORM.** Any consent form approved by HUD to be signed by assistance applicants and participants to obtain income information from employers and SWICAs; return information from the Social Security Administration (including wages, net earnings from self-employment, and retirement income); and return information for unearned income from the IRS. Consent forms expire after a certain time and may authorize the collection of other information to determine eligibility or level of benefits.

**CONGREGATE HOUSING.** Housing for elderly persons or persons with disabilities that meets the HQS for congregate housing. A special housing type: see §982.606 to §982.609.

**CONSUMER PRICE INDEX (CPI).** CPI is published monthly by the Department of Labor as an inflation indicator.

**CONTIGUOUS METROPOLITAN STATISTICAL AREA (MSA).** In portability (under subpart H of part 982), an MSA that shares a common boundary with the MSA in which the jurisdiction of the initial PHA is located.

**CONTINUOUSLY ASSISTED.** An applicant is continuously assisted under the 1937 Act if the family is already receiving assistance under any 1937 Act program when the family is admitted to the Voucher program.

**CONTRACT.** (See Housing Assistance Payments Contract.)

**CONTRACT AUTHORITY.** The maximum annual payment by HUD to a PHA for a funding increment.

**CONTRACT RENT (CR).** In the Section 8 Rental Assistance Program, contract rent is the total rent paid to the owner, including the tenant payment and the HAP payment from the OCHA.

**COOPERATIVE HOUSING.** Housing owned by a nonprofit corporation or association, and where a member of the corporation or association has the right to reside in a particular apartment, and to participate in management of the housing. A special housing type: see §982.619.

**DEPENDENT.** A member of the family household (excluding foster children) other than the family head or spouse, who is under 18 years of age or is a disabled person or handicapped person, or is a full-time student 18 years of age or over.

**DISABLED FAMILY.** A family whose head, spouse, or sole member is a person with disabilities; or two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides.

**DISABLED PERSON.** See Person with Disabilities.

**DISPLACED PERSON.** “Displaced person” means a person displaced by governmental action or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to federal disaster relief laws.

**ELDERLY FAMILY.** A family whose head, spouse or sole member is a person who is at least 62 years of age; or two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides.

**ELDERLY PERSON.** An individual who is at least 62 years old.

**ELIGIBLE FAMILY.** (Same description as family.)

**EMPLOYER IDENTIFICATION NUMBER (EIN).** The nine-digit taxpayer identifying number that is assigned to an individual, trust, estate, partnership, association, company, or corporation.

**EVIDENCE OF CITIZENSHIP OR ELIGIBLE STATUS.** The documents which must be submitted to evidence citizenship or eligible immigration status. (See §5.508(b).)

**EXCEPTION PAYMENT STANDARDS.** Allows higher rental assistance subsidies in higher rent locations to increase the number of affordable housing opportunities and to promote the deconcentration of poverty areas. Specifically, this represents a payment standard based on 111% to 120% of an area FMR, which requires specific approval from HUD. Note: OCHA does not currently use Exception Rents within its jurisdiction.

**EXTREMELY LOW INCOME FAMILY.** A family whose annual income does not exceed 30 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income ceilings higher or lower than 30 percent of median income if HUD finds such variations are necessary due to unusually high or low family incomes (CFR 5.603).

**FAIR HOUSING ACT.** Means Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988.

**FAIR MARKET RENT (FMR).** The rent limit published in the Federal Register for Section 8 Rental Assistance which includes utilities (except telephone) and ranges and refrigerators. It is used as a standard to obtain privately owned, existing, decent, safe and sanitary rental housing of modest (non-luxury) nature with suitable amenities. Separate FMRs are established for dwelling units of varying sizes (number of bedrooms) and types. In the Voucher Program, it is used as a cap for the payment standard, used in the

ACC calculation of subsidy dollars, and is used to calculate the administrative fee. For the Section 8 Rental Assistance Program, the FMR is to be published by HUD annually in the Federal Register to be effective October 1.

**FAMILY.** The family must qualify as a family defined by the OCHA. (See Chapter 4 of the OCHA's Administrative Plan.)

**FAMILY RENT TO OWNER.** In the Voucher program, the portion of rent to owner paid by the family.

**FAMILY SELF-SUFFICIENCY (FSS).** Program designed to help families participating in the Section 8 Rental Assistance Program to become employed by providing education and training in order to become economically independent of public assistance.

**FAMILY SHARE.** The portion of rent and utilities paid by the family. For calculation of family share, see §982.515(a).

**FAMILY UNIFICATION PROGRAM (FUP).** A federal rental assistance program to assist in the reunification of children and families/emancipated youth.

**FAMILY UNIT SIZE.** The appropriate number of bedrooms for a family, as determined by the PHA under the PHA subsidy standards.

**FEDERAL AGENCY.** A department of the executive branch of the federal government.

**FOSTER CHILDCARE PAYMENT.** Payment to eligible household by state, local, or private agencies appointed by the state, to administer payments for the care of foster children.

**FULL-TIME STUDENT.** A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree.

**FUNDING INCREMENT.** Each commitment of budget authority by HUD to a PHA under the consolidated annual contributions contract for the PHA program.

**GENERAL COUNSEL.** The General Counsel of HUD.

**GROSS RENT (GR).** The sum of the contract rent and the utility allowance. If there is no utility allowance, contract rent equals gross rent.

**GROUP HOME.** A dwelling unit that is licensed by a state as a group home for the exclusive residential use of two to twelve persons who are elderly or persons with disabilities (including any live-in aide). A special housing type: see §982.610 to §982.614.

**HANDICAP.** Any condition or characteristic that renders a person an individual with handicaps. See Person with Disabilities.

**HEAD OF HOUSEHOLD.** The head of household is the person who assumes legal and financial responsibility for the household and is listed on the application as head.

**HOMEOWNERSHIP PROGRAM.** The OCHA will allow Section 8 Voucher holders to utilize their monthly rental assistance to pay for home purchases and long-term leases under certain conditions. This will allow Voucher holders to become homeowners and to fix the location of their rental assistance contracts and place in the community.

**HOUSING AND COMMUNITY DEVELOPMENT ACT (HCDA).** The Housing and Community Development Act of 1974, in which the U. S. Housing Act of 1937 (sometimes referred to as the Act) was recodified, and which added to Section 8 Programs.

**HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT WEBSITE.** H&CD's Website address is <http://www.ochousing.org>.

**HOUSING AND URBAN/RURAL RECOVERY ACT (HURRA).** The Housing and Urban/Rural Recovery Act of 1983 legislation that resulted in most of the 1984 HUD regulation changes to the definition of income, allowances, and rent calculations.

**HOUSING ASSISTANCE PAYMENT (HAP).** The payment made by the OCHA to the owner of a unit under lease by an eligible family, as provided in the HAP Contract. The payment is the difference between contract rent (rent to owner in the Voucher program) and tenant rent.

**HOUSING ASSISTANCE PAYMENTS CONTRACT (HAP CONTRACT).** For Section 8 Rental Assistance, the Housing Assistance Payment Contract which is executed by the OCHA and owner pursuant to which the OCHA makes HAP payments on behalf of an eligible family paid by the OCHA. The HAP payment is the difference between the contract rent and the tenant rent.

**HOUSING ASSISTANCE PLAN.** A Housing Assistance Plan submitted by a local government participating in the Community Development Block Program as part of the block grant application.

**HOUSING QUALITY STANDARDS (HQS).** Uniform minimum standards established by HUD for determining whether a unit is decent, safe and sanitary.

**HUD.** The Department of Housing and Urban Development or its designee.

**IMPUTED ASSET.** Asset disposed of for less than fair market value during two years preceding examination or reexamination.

**IMPUTED INCOME.** HUD passbook rate times total cash value of assets. Calculation used when assets exceed \$5,000.

**INCOME.** Income from all sources of each member of the household as determined in accordance with criteria established by HUD.

**INCOME FOR ELIGIBILITY.** Annual Income.

**INCOME INFORMATION.** Means information relating to an individual's income, including:

- All employment income information known to current or previous employers or other income sources.
- All information about wages, as defined in the state's unemployment compensation law, including any Social Security number; name of the employee; quarterly wages of the employee; and the name, full address, telephone number, and when known, Employer Identification Number, of an employer reporting wages under a state unemployment compensation law.
- Whether an individual is receiving, has received, or has applied for unemployment compensation, and the amount and the period received.
- Unearned IRS income and self-employment, wages and retirement income.
- Wage, social security, and supplemental security income data obtained from the Social Security Administration.

**INDIVIDUAL OWNER APPLICANT.** An individual who seeks to participate as a private owner in:

- The project-based assistance programs in 24 CFR Parts 880, 882, 886, 887, or 891; or
- The project-based assistance programs under Section 8 of the 1937 Act.

**INDIVIDUAL WITH HANDICAPS.** Any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment.

**INITIAL PUBLIC HOUSING AGENCY.** In portability, the term refers to both:

- A PHA that originally selected a family that later decides to move out of the jurisdiction of the selecting PHA; and
- A PHA that absorbed a family that later decides to move out of the jurisdiction of the absorbing PHA.

**INITIAL PAYMENT STANDARD (IPS).** The payment standard at the beginning of the HAP contract term.

**INITIAL RENT TO OWNER.** The rent to owner at the beginning of the HAP contract term.

**INTEREST REDUCTION SUBSIDIES.** The monthly payments or discounts made by HUD to reduce the debt service payments and, hence, rents required on Section 236 and 221(d)(3) Below Market Interest Rate (BMIR) projects. Includes monthly interest reduction payments made to mortgagees of Section 236 projects and front-end loan discounts paid on BMIR projects.

**JURISDICTION.** The area in which the PHA has authority under state and local law to administer the program.

**LANDLORD.** This term means either the owner of the property or their representative or the managing agent or their representative, as designated by the owner.

**LEASE.** A written agreement between an owner and an eligible family for the leasing of a housing unit. The Section 8 Housing Choice Voucher Program has a Tenancy Addendum to the lease that has mandatory language which must be incorporated into any lease the OCHA uses.

**LIVE-IN AIDE.** A person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who:

- Is determined to be essential to the care and well-being of the persons;
- Is not obligated for the support of the persons; and
- Would not be living in the unit except to provide the necessary supportive services.

**LOCAL PREFERENCE.** A preference used by the PHA to select among applicant families.

**LOW INCOME FAMILY.** A family whose income does not exceed 80% of the median income for the area as determined by HUD with adjustments for smaller or larger families except that HUD may establish income limits higher or lower than 80% on the basis of its findings that such variations are necessary because of the prevailing levels of construction costs or unusually high or low incomes.

**MANUFACTURED HOME.** A manufactured structure that is built on a permanent chassis, is designed for use as a principal place of residence, and meets the HQS. A special housing type: see §982.620 and §982.621.

**MANUFACTURED HOME SPACE.** In manufactured home space rental, a space leased by an owner to a family. A manufactured home owned and occupied by the family is located on the space. See §982.622 to §982.624.

**MARKET RENT.** The rent HUD authorizes the owner of FHA insured/subsidized multi-family housing to collect from families ineligible for assistance.

**MEDICAL EXPENSES.** Those total medical expenses, including medical insurance premiums, that are anticipated during the period for which Annual Income is computed, and that are not covered by insurance. A deduction for elderly or disabled households only. These allowances are given when calculating adjusted income for medical expenses in excess of 3% of annual income.

**MERGER DATE.** October 1, 1999.

**MINOR.** A member of the family household (excluding foster children) other than the family head or spouse who is under 18 years of age.

**MIXED FAMILY.** A family whose members include those with citizenship or eligible immigration status, and members without citizenship or eligible immigration status.

**MOBILITY.** Portability outgoing and incoming Section 8 tenants who move from/to the Anaheim, Garden Grove, Santa Ana, or Orange County Housing Authority.

**MONTHLY ADJUSTED INCOME.** One-twelfth (1/12) of the adjusted income.

**MONTHLY INCOME.** One-twelfth (1/12) of annual income.

**MULTI-FAMILY TENANT CHARACTERISTIC SYSTEM (MTCS).** Part of the OCHA monthly statistics generated and sent to HUD as part of the SEMAP performance rating system.

**NATIONAL.** A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession.

**NET FAMILY ASSETS.** (1) Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded.

- In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining annual income under §5.609.
- In determining net family assets, PHAs or owners, as applicable, shall include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination as applicable, in excess of the consideration received. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms.

**NONCITIZEN.** A person who is neither a citizen nor national of the United States.

**NOTICE OF FUNDING AVAILABILITY (NOFA).** For budget authority that HUD distributes by competitive process, the Federal Register document that invites applications for funding. This document explains how to apply for assistance and the criteria for awarding the funding.

**OPERATING RESERVE,** See "Administrative Fee Reserve".

**OWNER.** Any persons or entity having the legal right to lease or sublease housing.



**PARTICIPANT.** A family that has been admitted to the PHA program and is currently assisted in the program. The family becomes a participant on the effective date of the first HAP contract executed by the PHA for the family (first day of initial lease term).

**PAYMENT STANDARD.** The amount used to calculate the housing assistance a family will receive in the OCHA's Housing Choice Voucher Program.

**PERSON WITH DISABILITIES.** A person who has a disability as defined in 42 U.S.C. 423 or a developmental disability as defined in 42 U.S.C. 6001. Also includes a person who is determined, under HUD regulations, to have a physical or mental impairment that is expected to be of long-continued and indefinite duration, substantially impedes the ability to live independently, and is of such a nature that the ability to live independently could be improved by more suitable housing conditions. For purposes of reasonable accommodation and program accessibility for persons with disabilities, means an "individual with handicaps" as defined in 24 CFR 8.3. Definition does not exclude persons who have AIDS or conditions arising from AIDS, but does not include a person whose disability is based solely on drug or alcohol dependence (for low-income housing eligibility purposes). See "individual with handicaps".

**PORTABILITY.** Renting a dwelling unit with Section 8 tenant-based assistance outside the jurisdiction of the initial PHA.

**PRE-APPLICATION (PRE-APP).** Individuals or families who have filed their preliminary applications and are placed on OCHA's waiting list for certification as a Section 8 program tenant.

**PREMISES.** The building or complex in which the dwelling unit is located, including common areas and grounds.

**PRINCIPLE PLACE OF RESIDENCE.** The assisted family must use the assisted unit for residence by the family. The unit must be the family's only residence. If the family is absent from the unit, then it will be considered to not be their principle place of residence. Examples of such proof of absences are utilities have been turned off, household furnishings have been removed, mail has been forwarded or not collected, family members are absent for more than 30 consecutive days, or the landlord or others have reported the family has left the assisted unit.

**PRIVATE SPACE.** In shared housing, the portion of a contract unit that is for the exclusive use of an assisted family.

**PROJECT ADVISORY COMMITTEE (PAC).** Advises and supports staff recommendations on financing of affordable housing projects and advises action on current loans supported by H&CD and OCHA.

**PROJECT-BASED ASSISTANCE (PBA).** The OCHA may elect to enter into project-based assistance (PBA) contracts for Section 8 Voucher holders as part of its initiatives to expand housing opportunities and enhance deconcentration strategies. The OCHA will advertise opportunities for PBA in conjunction with the Housing Development Section of H&CD. A competitive process will be used to review and select project proposals. The Board of Commissioners shall approve each allocation of Housing Vouchers that are committed projects. (See Chapter 29, Special Housing, of the OCHA's Administrative Plan.)

**PROJECT OWNER.** The person or entity that owns the housing project containing the assisted dwelling unit.

**PUBLIC ASSISTANCE.** Welfare or other payments to families or individuals, based on need, which are made under programs funded, separately or jointly, by federal, state, or local governments.

**PUBLIC HOUSING AGENCY PLAN.** The annual plan and the 5-year plan as adopted by the PHA and approved by HUD.

**PUBLIC HOUSING AGENCY (PHA).** Any state, county, municipality, or other governmental entity or public body, or agency or instrumentality of these entities, that is authorized to engage or assist in the development or operation of low-income housing under the 1937 Act.

**PUBLIC HOUSING AGENCY'S QUALITY CONTROL SAMPLE.** An annual sample of files or records drawn in an unbiased manner and reviewed by the PHA supervisor (or by another qualified person other than the person who performed the original work) to determine if the work documented in the files or records conforms to program requirements. For minimum sample size see CFR 985.3.

**PUBLIC HOUSING COVERED PROGRAMS.** The public housing programs administered by the Assistant Secretary for Public and Indian Housing under Title I of the 1937 Act. This definition does not encompass HUD's Indian Housing programs administered under Title II of the 1937 Act. Further, this term does not include those programs providing assistance under Section 8 of the 1937 Act. (See "Section 8 Covered Programs").

**REASONABLE ACCOMMODATION.** No qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives federal financial assistance from HUD. For purposes of reasonable accommodation and program accessibility, an "individual with handicaps" is any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment (24 CFR 8.3). The definition does not exclude persons who have AIDS or conditions arising from AIDS, but does not include a person whose disability is based solely on drug or alcohol dependence (for low-income housing eligibility purposes).

**RECEIVING PUBLIC HOUSING AGENCY (PHA).** In portability: A PHA that receives a family selected for participation in the tenant-based program of another PHA. The receiving PHA issues a certificate or voucher and provides program assistance to the family.

**REEXAMINATION.** Sometimes called recertification. The process of securing documentation of total family income used to determine the rent the tenant will pay for the next 12 months if there are not additional changes to be reported. There are annual and interim reexaminations.

**REGIONAL INSPECTOR GENERAL FOR INVESTIGATION (RIGI)** Handles fraud and program abuse matters for HUD at the Regional Office level.

**RENT REASONABLENESS CERTIFICATION.** During the initial lease inspection and during each annual or special inspection thereafter, the OCHA shall perform a rent reasonableness certification. Such certification shall be determined by comparison of the proposed rent to other unassisted units. To make this determination, the OCHA will consider the location, quality, size, unit type, and age of the contract unit and any amenities, housing services, maintenance and utilities to be provided by the owner in accordance with the lease.

**REMAINING MEMBER OF TENANT FAMILY.** Person left in assisted housing who may or may not normally qualify for assistance on their own circumstances.

**RENT TO OWNER.** The total amount of rent payable to the owner by the family and the OCHA per month for an assisted unit.

**REQUEST FOR TENANCY APPROVAL (RTA).** An OCHA leasing form that is completed and submitted by the eligible family to the Field Representative to request inspection of a potential rental unit.

**RESIDENCY PREFERENCE.** A PHA preference for admission of families that reside anywhere in a specified area, including families with a member who works or has been hired to work in the area ("residency preference area").

**RESIDENCY PREFERENCE AREA.** The specified area where families must reside to qualify for a residency preference.

**RESPONSIBLE ENTITY.** For the public housing, Section 8 tenant-based assistance, project-based assistance, and moderate rehabilitation programs, the responsible entity means the PHA administering the program under an ACC with HUD. For all other Section 8 programs, the responsible entity means the Section 8 owner.

**RESTRICTED PAYMENT STANDARD.** HUD allows Housing Authorities the discretion to employ higher rental assistance subsidies (up to 110% of the area FMR) in higher rent locations to increase the number of affordable housing opportunities and to promote the deconcentration of poverty areas. OCHA employs Restricted Payment Standard in various “high-cost” areas within its jurisdiction (110% of FMR in selected areas).

**SECRETARY.** The Secretary of Housing and Urban Development.

**SECTION 8.** Section 8 of the United States Housing Act of 1937.

**SECTION 8 COVERED PROGRAMS.** All HUD programs which assist housing under Section 8 of the 1937 Act, including Section 8 assisted housing for which loans are made under section 202 of the Housing Act of 1959.

**SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP).** A method by which HUD will rate OCHA’s performance in administering the Section 8 rental assistance program.

**SECURITY DEPOSIT.** A dollar amount (maximum set according to the regulations) which can be used for unpaid rent or damages to the owner upon termination of the lease.

**SERVICE PERSON.** A person in the active military or naval service (including the active reserve) of the United States.

**SHARED HOUSING.** A unit occupied by two or more families. The unit consists of both common space for shared use by the occupants of the unit and separate private space for each assisted family. A special housing type: see §982.615 to §982.618.

**SINGLE PERSON.** A person living alone or intending to live alone.

**SINGLE ROOM OCCUPANCY HOUSING (SRO).** A unit that contains no sanitary facilities or food preparation facilities, or contains either, but not both, types of facilities. A special housing type: see §982.602 to §982.605.

**SOCIAL SECURITY NUMBER (SSN).** The nine-digit number that is assigned to a person by the Social Security Administration and that identifies the record of the person’s earnings reported to the Social Security Administration. The term does not include a number, with a letter as a suffix, that is used to identify an auxiliary beneficiary.

**SPECIAL HOUSING TYPES.** See subpart M of part 982. Subpart M states the special regulatory requirements for: SRO housing, congregate housing, group homes, shared housing, cooperatives (including mutual housing), and manufactured homes (including manufactured home space rental).

**SPOUSE.** The husband or wife of the head of the household.

**STATE WAGE INFORMATION COLLECTION AGENCY (SWICA).** The state agency, including any Indian tribal agency, receiving quarterly wage reports from employers in the state, or an alternative system that has been determined by the Secretary of Labor to be as effective and timely in providing employment-related income and eligibility information.

**SUBSIDIZED PROJECT.** A multi-family housing project (with the exception of a project owned by a cooperative housing mortgage corporation or association) which receives the benefit of subsidy in the form of:

1. Below-market interest rates pursuant to Section 221(d)(3) and (5) or interest reduction payments pursuant to Section 236 of the National Housing Act; or
2. Rent supplement payments under Section 101 of the Housing and Urban Development Act of 1965; or
3. Direct loans pursuant to Section 202 of the Housing Act of 1959; or
4. Payments under the Section 23 Housing Assistance Payments Program pursuant to Section 23 of the United States Housing Act of 1937 prior to amendment by the Housing and Community Development Act of 1974; or
5. Payments under the Section 8 Housing Assistance Payments Program pursuant to Section 8 of the United States Housing Act after amendment by the Housing and Community Development Act unless the project is owned by a Public Housing Agency; or
6. A Public Housing Project.

**SUBSIDY STANDARDS.** Standards established by a PHA to determine the appropriate number of bedrooms and amount of subsidy for families of different sizes and compositions.

**SUSPENSION.** Stopping the clock on the term of a family's Voucher after the family submits a request for tenancy approval.

**TENANCY ADDENDUM.** For the Housing Choice Voucher program, the lease language required by HUD in the lease between the tenant and the owner.

**TENANT.** The person or persons (other than a live-in aide) who execute the lease as lessee of the dwelling unit.

**TENANT-BASED.** The family may receive tenant-based assistance to lease a unit located:

- Anywhere within the initial PHA's jurisdiction.
- Outside the initial PHA's jurisdiction under the portability requirements.

**TENANT RENT.** (Formerly called Net Family contribution.) The amount payable monthly by the family as rent to the owner. In the Voucher Program, tenant rent is rent to owner less HAP.

**TERM OF LEASE.** The amount of time a tenant agrees in writing to live in a dwelling unit.

**TOTAL TENANT PAYMENT (TTP).** The total amount the HUD rent formula requires the tenant to pay toward rent and utilities.

**UNIT.** Residential space for the private use of a family. The size of a unit is based on the number of bedrooms contained within the unit and generally ranges from zero (0) bedrooms to six (6) bedrooms.

**UTILITIES.** Utilities means water, electricity, gas, other heating, refrigeration, cooking fuels, trash collection and sewage services. Telephone service is not included as a utility.

**UTILITY ALLOWANCE.** If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the contract rent, but is the responsibility of the family occupying the unit, an amount equal to the estimate made or approved by a PHA or HUD of a reasonable consumption of such utilities and other services for the unit by an energy conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthy living environment.

**UTILITY REIMBURSEMENT.** In the Voucher program, the portion of the housing assistance payment which exceeds the amount of rent to owner.

**VERY LOW INCOME FAMILY.** A low-income family whose annual income does not exceed 50% of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 50% of the median income for the area on the basis of its finding that such variations are necessary because of unusually high or low family incomes. This is the income limit for the pre-merger Certificate and Voucher programs.

**VETERAN.** A person who has served in the active military or naval service of the United States at any time and who shall have been discharged or released therefrom under conditions other than dishonorable.

**VIOLENT CRIMINAL ACTIVITY.** Any illegal criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.

**VOUCHER (HOUSING CHOICE VOUCHER).** A document issued by a PHA to a family selected for admission to the Housing Choice Voucher program. This document describes the program and the procedures for PHA approval of a unit selected by the family. The Voucher also states obligations of the family under the program.

**VOUCHER HOLDER.** A family holding a voucher with an unexpired term (search time).

**VOUCHER PROGRAM.** The Housing Choice Voucher program.

**WAITING LIST ADMISSION.** An admission from the PHA waiting list.

**WELFARE ASSISTANCE.** Income assistance from federal or state welfare programs, including assistance provided under Temporary Assistance for Needy Families (TANF) and general assistance. Does not include assistance directed solely to meeting housing expenses, nor programs that provide health care, child care or other services for working families.

**WELFARE-TO-WORK (WTW) FAMILY.** A family assisted by a PHA with Voucher funding awarded to the PHA under the HUD Welfare-to-Work Voucher program (including any renewal of such WTW funding for the same purpose).

